



*Embassy of the United States of America  
Phnom Penh, Cambodia*

October 25, 2012

General Services Office  
#1, Street 96,  
Phnom Penh, Cambodia  
Tel: 023 728 000  
Fax: 023 728 400

Dear Prospective Offerors:

SUBJECT: Solicitation SCB600-13-Q-0008 – Request for Quotation for “Conference Room Rental” for the U.S. Embassy in Phnom Penh.”

The U.S. Embassy Phnom Penh invites you to submit a quotation for “Conference Room Rental”. A detailed requirement is in the enclosure.

Your quotation must be submitted in a sealed envelope marked "Quotation Conference Room for the U.S. Embassy in Phnom Penh" to GSO-Procurement Section, # 1, Street 96, Phnom Penh, CAMBODIA or be sent by email to [PhnomPenhProcurement@state.gov](mailto:PhnomPenhProcurement@state.gov) on or before **4:00 PM on November 19, 2012**. No quotation will be accepted after this time.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-18

Late quotations will not be accepted and the evaluation method is the lowest price, technically acceptable (LPTA) method.

Direct any questions regarding this solicitation to [PhnomPenhProcurement@state.gov](mailto:PhnomPenhProcurement@state.gov) during regular business hours.

Sincerely,  
Kaul Ashok  
Contracting Officer

STANDARD FORM-18

Detailed requirements:

- Meeting package on Dec 10-21 2012 (10 Business days)
- Estimate number of participant: 140 pax
- Room set up as per our requirements with conference notepad, pencils, mints and bottled water
- Morning coffee break
- Afternoon coffee break
- Buffet lunch which will be reserved seating at Hotel Restaurant
- Registration table at room entrance
- Head table setup on stage with flower arrangement
- Use of two (2) lectern with microphone (complimentary)
- Use of two (2) LCD projector (complimentary)
- Use of two (2) screen (complimentary)
- Use of two (2) flipchart with flipchart paper and (2) white board with marker (complimentary)
- Use of two (2) standing microphones (complimentary)
- Use of two (2) table microphones (complimentary)
- Use of one (1) interpreter booth (complimentary)
- Free Car Parking

**Submission of Invoices**

Payment term: Full payment will be made within 30 days upon receipt of the products and invoices.

Invoice: Invoice should be clearly stated Purchase Order (PO) reference number and send to:

Financial Management Officer

# 1, St. 96, Sangkat Wat Phnom, Daun Penh

Phnom Penh, Cambodia

Email: PHPVoucher@state.gov